

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO: R2011-471**

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**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON AMENDING THE EMPLOYEE  
HANDBOOK AND PERSONNEL PROCEDURE  
MANUAL**

WHEREAS, the City of Sammamish's Administrative Manual includes the Employee Handbook, Personnel Procedures, Administrative Procedures, and Supervisor's Manual; and

WHEREAS, to insure consistent interpretation and application of policies and procedures, City Staff routinely reviews and updates the City's Administrative Manual;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON, DO RESOLVE AS FOLLOWS:**

SECTION 1, Employee Handbook

Section 4.2 of the City's Employee Handbook shall be amended as follows:

**4.2 HOURS OF WORK AND OVERTIME**

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period. All overtime must be authorized in advance by the employee's department head. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period. When computing overtime: vacation, holiday time, comp time, and sick leave – paid for but not worked – shall be counted as hours worked.

~~Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive overtime pay but may receive informal paid leave in lieu of overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a normal work week. In recognition of the extra time demands of certain exempt positions, informal paid leave may be granted by the City Manager at his/her discretion as recognition of such extended/extra work hours. In recognition of extraordinary work~~

~~performance, either on a project basis or a sustained basis, the City Manager may grant exempt and non-exempt employees informal paid leave of up to five days per year.~~

#### **4.2.1 MANAGEMENT LEAVE – EXEMPT EMPLOYEES**

*The City recognizes that employees who are exempt for purposes of overtime pay often put in hours that extend beyond the standard work week to meet the demands of their position. While some extra time is an expected component of these positions, the City wishes to provide a benefit in recognition of this service. This section provides for Management Leave, which is a paid leave for positions that are exempt from the overtime pay provisions of the federal Fair Labor Standards Act.*

*Management Leave shall be granted to eligible employees and shall be in addition to other earned benefits. Management Leave is granted in recognition of the extraordinary work time required in overtime-exempt positions but is not intended to be balanced hour for hour with extra time worked. The Administrative Services Department will maintain a list of positions that are eligible for Management Leave.*

*Providing that they were employed by the City in an exempt position for the entire previous calendar year, eligible employees shall be granted 40 hours of Management Leave annually at the start of each calendar year. Management Leave shall be prorated for eligible employees who work part-time and for eligible employees who start mid-year in an exempt position.*

*Management Leave must be used in the calendar year it was granted. Management Leave cannot be carried over from one calendar year to the next. No compensation for unused Management Leave shall be paid to an employee who leaves City service.*

#### **4.2.2 ADMINISTRATIVE LEAVE – NON- EXEMPT EMPLOYEES**

*In recognition of extraordinary work performance, either on a project basis or a sustained basis, the City Manager may grant non-exempt employees up to 40 hours of paid Administrative Leave each calendar year.*

*Administrative Leave must be used in the calendar year it was granted. Administrative Leave cannot be carried over from one calendar year to the next. No compensation for unused Administrative Leave shall be paid to an employee who leaves City service.*

### **SECTION 2, Personnel Procedure Manual**

Personnel Procedure 018.01.2, section 1.6 of the City's Personnel Procedure Manual shall be amended as follows:

#### **Personnel Procedure 018.01.2**

~~Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive overtime pay but may receive informal paid leave in lieu of compensatory time or overtime pay. An exempt employee is paid to perform a job which may~~

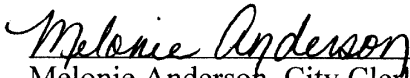
~~not necessarily be completed in a normal work week. In recognition of the extra time demands of certain exempt positions, informal paid leave may be taken, as mutually agreed upon by the employee and the City Manager.~~

**ADOPTED BY THE CITY COUNCIL AT THEIR MEETING THEREOF ON THE 6<sup>th</sup> DAY OF DECEMBER, 2011.**

CITY OF SAMMAMISH

  
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED

  
Melonie Anderson, City Clerk

Approved as to form:

  
Bruce L. Disend, City Attorney

Filed with the City Clerk:	November 29, 2011
Passed by the Council:	December 6, 2011
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